

**EACH: Executive Committee Conference Call**

**MINUTES**

**27 January 2016**

**(1800 - 1930 CET)**

**Present:**

Jonathan Silverman	EACH President
Myriam Deveugele	EACH Past President
Karolien Albrecht	EACH Treasurer
Marcy Rosenbaum	t-EACH Chair
Gerry Humphris	r-EACH Chair

**Apologies:**

Evelyn van Weel-Baumgarten	EACH President Elect
Sara Rubinelli	p-EACH Chair

**Administration:**

Fiona Grant	SAS Event Management
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	<b>Subject</b>	<b>Action</b>
<b>1</b>	<b>Apologies</b> EvWB and SR	
<b>2</b>	<b>Minutes of the last meeting</b> Approved.	
<b>3</b>	<b>Matters arising</b> None.	
<b>4</b>	<p><b>SAS contract length</b></p> <p>Agreed that EACH would like to have a 5 year contract with SAS. Contract to include a withdrawal clause for both parties with an agreed notice period. Contract to be set up for the recently agreed fees with a review annually to ensure fees charged remain an accurate reflection of time spent in support and delivery. SAS to provide an initial update after 6 months to check estimated time spent is accurate.</p> <p>GH raised the importance of SAS being contracted until at least after the Porto 2018 conference in order to ensure continuity.</p> <p>SAS to provide draft contract based on the information above</p>	SAS
<b>5</b>	<p><b>AACH</b></p> <p><b>a) Email from Dave Kern 13/12/15: collaboration around research and teaching committees and programs</b></p> <p>rEACH have just established a new open structure where everyone is equal and welcome to encourage active participation. They do not wish this informal structure to change, and therefore would not want to have formal AACH representation, but do want them to know that in this new structure everyone is very welcome to become involved. rEACH would still like to encourage occasional joint meetings between the leaderships such as that which occurred at the audience New Orleans ICCH meeting</p> <p>tEACH are undergoing a similar restructuring process to rEACH. MR would like to open up a dialogue with AACH to discuss how the EACH and AACH courses could</p>	

	<p>be collaborative and not in competition.</p> <p>JS raised the point that AACH offer two types of courses - their extensive programme aimed at end users learning communication in hospitals, and the FIT Train the Trainer system of facilitator training. At present, tEACH only provides train the trainers style courses. MR suggested that it would be good for tEACH and pEACH to consider providing end user style courses in the future.</p> <p>JS to give both rEACH and tEACH feedback to AACH</p> <p><b>b) Email from Russell Rothman re Payer and Engel awards</b> AACH via Russell asked if EACH would consider allowing them to award their Payer and Engel awards at the Heidelberg Conference, due to a difficulty with their new event timings (they have moved their Forum from September to June). EACH have three options:</p> <ol style="list-style-type: none"> <li>1. AACH give their awards at their Forum in June</li> <li>2. EACH allow AACH to announce winners and present awards at the Heidelberg Conference</li> <li>3. The awards become joint awards between AACH and EACH that are awarded every year at the ICCH conference</li> </ol> <p>MR &amp; GH raised the points that EACH already have their own research award &amp; Payer &amp; Engel awards are strongly associated with AACH. JS added that we are about to initiate a teaching award</p> <p>KA asked if there was a financial prize associated with these awards and therefore a cost to EACH if these awards were joint. JS confirmed there was no financial prize, the winners were offered \$1000 towards costs of attending the AACH conference and free conference entry and dinner.</p> <p>Final decision was that it is too premature to make a decision on whether EACH would like to have a joint award with AACH despite the good intentions of AACH in suggesting this. JS to politely decline options 1 &amp; 2 listed above, and to ask the new AACH president, Auguste, to have an informal and open discussion about the broader picture of the relationship between the 2 organisations and what AACH and EACH would ideally like in terms of a collaboration in the future.</p>	<p>JS</p> <p>JS</p>
<p><b>6</b></p>	<p><b>Josien Bensing award and possible equivalent for teaching</b> MD confirmed that the Josien Bensing award committee is formed of Arnstein, all former winners and all Past Presidents. It is Arnstein Finset's role to start the process. JS to email Arnstein to ask him to start the process.</p> <p>Committee agreed that they would like to offer an equivalent prize for teaching. And that they would like to award the first one at the Heidelberg conference. MD suggested a committee such as for the Josien Bensing award with a permanent chair and members not only recruited from the tEACH committee.</p> <p>JS suggested Evelyn to lead the teaching award committee and would write to her to suggest this, MR said she was happy to be on this committee. It was stated that this would need to get started soon in order to be able to open nominations in the spring.</p>	<p>JS</p> <p>JS / EvWB</p>

	<p>It was noted that it was important that the research and teaching awards should be viewed as equal by the membership. At present the Josien Bensing award has a financial prize of €2,000. The fund for this is now empty, but EACH have budgeted for this to come from their general account. It was agreed that it would be a good time to reconsider whether there should be a financial prize attached to both awards, and that offering a free of charge place to attend the conference and some financial support to attend the conference might be a better idea.</p> <p>MR stated that in considering the parameters of the new teaching award, it should be given to someone that has made an impact on the teaching community, either through papers or courses etc, and not just a great teacher.</p>	
<b>7</b>	<p><b>European Medicines Agency: SR plenary and JS meeting</b>          JS confirmed that SR would be giving a plenary.          JS invited the rest of the exec to accompany him to meet Ivana Silva on 15 March in London. MD said she would like to join JS. JS to email MD with details</p> <p>JS announced that this is a very exciting opportunity for EACH to find its way into European Policy Making          GH asked JS to tell EMA that rEACH members would be very keen to be connected</p>	JS / MD
<b>8</b>	<p><b>Email from Elizabete Loureiro reEACH representation on Portuguese simulation bid</b>          Committee agreed that JS should agree to have his name on the bid, but JS must ask for it to be in English so that he can understand what EACH has put its name to</p>	
<b>9</b>	<p><b>Who should have access to the live membership list?</b>          Currently the executive are the only ones with access to the entire live membership list. This list includes various personal details about members (email address, home address etc)          rEACH committee members and some SIG chairs ask MD regularly for an update of whether their colleagues have signed up to be members. It was agreed that FG would create a live report showing only member names and institutions that MD was able to share with rEACH, committee members and SIG chairs if requested</p> <p>Wider question raised of who else might want to have access to this list. This needs more thought and should be discussed at the next meeting.</p>	FG
<b>10</b>	<p><b>Requests for input for lecturers / workshops / discussion panels etc on research and teaching issues</b>          Need a formal way of going out to the EACH membership to invite attendance in response to these requests          Agreed that it would be good to produce a list of EACH members who could be speakers. This connects with pEACH and so needs more thought when SR is present. To be discussed at the next meeting</p>	
<b>11</b>	<p><b>Report from rEACH re progress</b>          MD to email exec the written report and minutes from the meeting in Ghent, which was a huge success          MD to email FG with various Summer School options and questions in order for FG to provide financial options</p>	MD MD / FG
<b>12</b>	<p><b>Institutional Membership</b>          KA has emailed the exec with research to date with questions and points for</p>	

	consideration. An email discussion to be initiated	
<b>13</b>	<b>Progress on Elsevier contract negotiations:</b> still nothing to report	
<b>14</b>	<b>Any other business</b>	
<b>15</b>	<b>Date of next meeting:</b> Wednesday 17th February at 12pm GMT (1pm CET)	